

NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION  
**REQUEST FOR MODIFICATION TO COASTAL PERMIT**  
CHECKLIST FOR ADMINISTRATIVE COMPLETENESS

(07/03)

These are the submission requirements for an administratively complete application package to modify an existing **coastal permit**. NOTE: Coastal general permits can not be modified. Please read each section and check each area after you have fully completed or compiled the information for each applicable requirement. Visit our website at [www.state.nj.us/dep/landuse](http://www.state.nj.us/dep/landuse) for additional help and information.

- ☐ 1. A completed LURP application form;
- ☐ 2. Permit review fee in the form of a check, money order or government voucher (see fee schedule) - Payable to the Treasurer - State of New Jersey, Environmental Services Fund;
- ☐ 3. Evidence that public notice has been provided in accordance with the following:
- ☐ (a) For major modification of a CAFRA permit or Waterfront Development permit located landward of the mean high water line, except linear or shore protection developments of ½ mile or more in length:
  - ☐ i. White mailing receipt or other written receipt as evidence that three complete copies of the request for a modification have been submitted to the clerk of the municipality in which the development is proposed, including a letter requesting that the clerk distribute one copy to the planning board and one to the environmental commission. The third copy shall be maintained by the clerk's office;
  - ☐ ii. White mailing receipt or other written receipt as evidence that an amended site plan, completed LURP application, and the notice found below have been submitted to the persons listed below. The amended site plan need not include a full set of plans, but shall depict the proposed development in relationship to existing site conditions. This plan may be on an 8 1/2 inch by 11 inch sheet of paper provided it generally depicts the proposed development and general and site specific location.
    - Municipal Construction Official;
    - County Planning Board;
    - County Environmental Commission; and
    - All owners of real property, including easements , within 200 feet of the property or properties on which the proposed development would occur, along with a certified list of all property owners within 200 feet, except that:

For modified developments proposed on the site of an industrial, commercial or residential development of at least 100 acres or a park facility of at least 50 acres in size, provided there is no change in land use, the applicant shall contact the Department for the individual property notice requirements.

- ☐ iii. A list, certified by the municipality, of all owners of real property, including easements as shown on the tax duplicate to which individual notice is required as described above.
- ☐ iv. Requests for modification of a coastal permit **for development within the Pinelands Preservation Area or Protection Area** must also contain a white mailing receipt or other written receipt as evidence that a complete copy of the modification request was forwarded to the Pinelands Commission.
- ☐ (b) For minor modification of a CAFRA permit or Waterfront Development permit for a development located landward of the mean high water line, except linear or shore protection developments of ½ mile or more in length:
  - ☐ i. White mailing receipt or other written receipt as evidence that three complete copies of the request for a modification have been submitted to the clerk of the municipality in which the development is proposed, including a letter requesting that the clerk distribute one copy to the planning board and one to the environmental commission. The third copy shall be maintained by the clerk's office; and
  - ☐ ii. Requests for modification of a coastal permit **for development within the Pinelands Preservation Area or Protection Area** must also contain a white mailing receipt or other written receipt as evidence that a complete copy of the modification request was forwarded to the Pinelands Commission.
- ☐ (c) For modification of a coastal wetlands permit or Waterfront Development permit for a development located below (outshore of) the mean high water line, except linear or shore protection developments of ½ mile or more in length:
  - ☐ i. White mailing receipt or other written receipt as evidence that an amended site plan, completed LURP application and the notice found below have been submitted to all owners of real property, including easements, sharing a common property boundary with the property on which the proposed development would occur. The amended site plan need not include a full set of plans, but shall depict the proposed development in relationship to existing site conditions. This plan may be on an 8 1/2 inch by 11 inch sheet of paper provided it generally depicts the proposed development and general and site specific location.
- ☐ (d) For modification of a coastal wetlands permit for installing a submarine cable or sand mining in the ocean:
  - ☐ i. White mailing receipt or other written receipt as evidence that an amended site plan, completed LURP application and the notice found below have been submitted to all owners of real property, including easements, sharing a common property boundary with the property on which the proposed development would occur. The amended site plan need not include a full set of plans, but shall depict the proposed development in relationship to existing site conditions. This plan may be on an 8 1/2 inch by 11 inch sheet of paper provided it generally depicts the proposed development and general and site specific location; and

- ☐
  - ii. White mailing receipt or other written receipt as evidence is acceptable) that a complete LURP application form and NOAA nautical chart depicting the proposed cable route or limits of the proposed sand mining area. has been forwarded to the following organizations:
    - (A) Garden State Seafood Association;
    - (B) National Fisheries Institute;
    - (C) North Atlantic Clam Association;
    - (D) Rutgers Cooperative Extension;
    - (E) New Jersey Shellfisheries Council;
    - (F) New Jersey Marine Fisheries Council; and
    - (G) Commercial Fishing Communications Association.
- ☐
  - (e) For linear developments of one-half mile or more in length, or shore protection developments including beach nourishment, beach and dune maintenance or dune creation of one-half mile or more in length:
    - ☐
      - i. Evidence of publication of the public notice found below in the official newspaper of the municipality or in a newspaper of general circulation in the municipality if there is no official newspaper. This newspaper notice shall be published as a display advertisement of at least four inches in width.
      - ☐
        - ii. White mailing receipt or other written receipt as evidence that an amended site plan, completed LURP application, and notice found below have been submitted to all owners of real property, including easements, within 200 feet of a proposed above ground structure related to the proposed linear development or shore protection structure, such as a treatment plant, groin, revetment, gabion or bulkhead. The amended site plan need not include a full set of plans, but shall depict the proposed development in relationship to existing site conditions. This plan may be on an 8 1/2 inch by 11 inch sheet of paper provided it generally depicts the proposed development and general and site specific location.

**The public notice to property owners and governmental agencies described in (a) through (e) above shall read as follows:**

*"This letter is to provide you with legal notification that a request for modification of a coastal permit will be submitted to the New Jersey Department of Environmental Protection, Land Use Regulation Program to modify an existing coastal permit in order to construct the development shown on the enclosed plan.*

*The complete request for modification of the coastal permit can be reviewed at either the municipal clerk's office or by appointment at the Department's Trenton office. The Department of Environmental Protection welcomes comments and any information that you may provide concerning the proposed development and site. Please submit your written comments within 15 days of receiving this letter to:*

*New Jersey Department of Environmental Protection  
Land Use Regulation Program  
PO Box 439  
501 East State Street  
Trenton, New Jersey 08625-0439  
attn: (Municipality in which property is located) Section Chief";*

**The newspaper notice described in (d) above shall read as follows:**

*"Take Notice that a permit modification request has been submitted to the New Jersey Department of Environmental Protection, Land Use Regulation Program for a modification to a coastal permit for the development described below:*

*APPLICANT:*

*PROJECT NAME:*

*PROJECT DESCRIPTION:*

*PROJECT STREET ADDRESS:*

*BLOCK:*

*LOT:*

*MUNICIPALITY:*

*COUNTY:*

*The complete modification request package can be reviewed at either the municipal clerk's office or by appointment at the Department's Trenton office. The Department of Environmental Protection welcomes comments and any information that you may provide concerning the proposed development and site. Please submit your written comments within 15 days of receiving this notice to:*

*New Jersey Department of Environmental Protection  
Land Use Regulation Program  
P.O. Box 439  
501 East State Street  
Trenton, New Jersey 08625-0439  
Attn: (Municipality in which the property is located) Section Chief."*

- ☐ 4. A copy of the public notice which was mailed to those parties listed in 3 above for the specific type of modification.
- ☐ 5. A copy of the permit to be modified, approved site plan(s), and summary report (if applicable).

- ☐ 6. A detailed explanation of the proposed change(s) in the previously authorized development and the reason for changing the previously authorized development.
- ☐ 7. An amended Environmental Impact Statement or Compliance Statement addressing all applicable Coastal Zone Management rules (N.J.A.C. 7:7E).
- ☐ 8. Five copies of an amended site plan(s), showing all proposed changes in the development.
- ☐ 9. For the lengthening of a shore protection development including beach nourishment, beach and dune maintenance or dune creation of one-half mile or less in length, State plane coordinates shall include the coordinates for the new end points of the development. For projects greater than one-half mile in length, the State plane coordinates shall include the coordinates for the end point of the development and the coordinates for points located at 1,000 foot intervals along the entire length of the development.
- ☐ 10. Any additional information necessary to review the proposed modification.